

# Parent and Student Portal Appearance Updates Mindex has introduced some User Interface changes that Parent/Student Portal users may notice on the

web version of the site.

The SchoolTool interface has been updated with a modernized color scheme. Gold-colored backgrounds are removed from tabs and tables and a light gray background was added to reduce eye fatigue. There is also increased text spacing and sizing throughout SchoolTool to improve readability.

how Courses a across the top are now left-aligned, but are functionally the same. his button has the same function as before: Click this to enter the student record. Some icons have changed in appearance on the Home screen only at this time. Users can hover over the icon for		<mark>elen Hunter</mark> 5 Marvin Reaves Road ochester NY, 12345		Daughter Home: (555) 531-8097	<b>A</b>
a across the top are now <b>left-aligned</b> , but are functionally the same. his button has the same function as before: <b>Click this to enter the student record</b> . Some icons have changed in appearance on the <b>Home</b> screen only at this time. Users can hover over the icon for	Show Courses				
Some icons have changed in appearance on the <b>Home</b> screen only at this time. Users can hover over the icon for the definition	This button has the	same function as be	efore: Click th	is to enter the student	record.
	This button has the	same function as be	efore: Click th	is to enter the student	record.

# **Students Tab**

The Students tab is the default view for parents and district portal users. This tab is available to users who have the Parent Portal Access flag and have an enrolled student. It is also available for other portal users who have an active Limited Search enabled.

The Students tab will display a list of any student contacts for whom the user has Parent Portal Access, followed by a list of Limited Search results. To access the student record for an individual, click the View Student Record button, or click on the student's photo or name.

Student schedules are hidden by default; click the "**Show Courses**" link to expand a student's schedule. Note that the options to view courses for Current Semester or All semesters will only be visible when at least one student's schedule has been expanded.

				Students	Search	Campus	Messages
MY	НОМЕ						
	0	Patrick Turner	Emergency Contact Home: 434-4480				<b>⊘</b> ∲≣
	Show Courses	Rochester NY, 90210					
	Show Courses	Laura Turner 110 Baldwin Street Rochester NY. 90210	Emergency Contact Home: 434-4480				<b>^ .</b>

If a student's current schedule is available, it will display below the student's contact information. Depending on district settings, parents may also have access to Teacher Pages for some of their students' courses from this screen. To access the Teacher Page for a course, simply click on the Teacher Pages button for the appropriate course section (links will only show for sections where the teacher has added notes to the Teacher Page).



Patrick Turner 110 Baldwin Street Rochester NY, 90210 Emergency Contact Home: 434-4480

Hide Courses

Draw/Design/Product (00141) Teacher: Jackson	Period: Block1 Semester: S1, S2 Days: T,R	Section: 6 Room: 118
English 11 (00053) Teacher: Adams / Woolton	Period: Block1 Semester: S1, S2 Days: M,W,F	Section: 6 Room: 94
Accounting (00120) Teacher: Walker / Ryan	Period: Block2 Semester: S1, S2 Days: T,R	Section: 2 Room: 188
US History & Govt 11 (00061) Teacher: Baker	Period: Block2 Semester: S1, S2 Days: M,W,F	Section: 1 Room: 114
Chemistry (00098) Teacher: Black	Period: Blck3A Semester: S1, S2 Days: M.W.F	Section: 6 Room: 106

# **Personal Information Section**

The Personal Information section at the top of the student record contains a summary of the student's information This information includes the student's name, gender, age, primary language, and contact information. It also shows the student's grade, homeroom, homeroom teacher (with an email link), locker number (with an icon a that shows the locker combination in a mouse-over), counselor (with an email link), enrollment type, building/school level, and home district (if applicable). The student locator text in the bottom left corner of this section shows the current location of that student, based on the student's schedule and attendance data. If the student has any alerts, those icons will display for users with the appropriate permissions.

PERSONAL INFORMATION									
									🖭 冷 🚺
		MyHome	Census	Scheduling	Medical	Discipline	Attendance	Counseling	Transportation
QUICK LINKS									
Turner, Jason									19484
FIRST:	Jason					ADDRESS:	202 Mulberr	y Drive	
MIDDLE:	M						Rochester, N	NY 12345	
LAST:	Turner					PHONES:	H: (000) 42	20-6643	
GENDER:	Male					GRADE:	08		
DOB:	3/19/2006 (14 yr 0	0 mo)				CLASS OF:	2023-2024		
1ST LANGUAGE:	English					HOMEROOM:	133		
📶 🌉 📥 🯴 🛛 EYE COLOR:	blue					HR TEACHER:	Taylor, Jose	ph 🖂	
HAIR COLOR:	brown					LOCKER	202 🔒		
HEIGHT:	5'3"					COUNSELOR:	Hernandez.	Jessica 🖂	
WEIGH I:	120 Darkers Smith 20	111@aadu	domo mind	av aam M		TYPE:	0011-Regula	ar School Year B	Inrollment
LINIVERSAL CONTACT D	0122459	4 m@gedu	.demo.minu	lex.com		BUILDING:	Mindex MS/I	Middle	
Cycle day A Paried 8 (1:07PM to 1:50	0123438					TEAM	Blue		
English 8 in Room 160 Teacher: Jenni	fer Morgan					BUS INFO:	84(Karen Tu	irner) 🔎	
Created by SchoolTool on 4/19/2011 at 3:09 F	PM								
Modified by Jerry Woolton on 4/9/2020 at 9:4	1.AM								

# Account Tab

The Account tab is only visible to local users. This tab allows local users to change the password they use to log into SchoolTool and displays a list of the user's login history.

	Student	Campus	Account
MY HOME			
CHANGE PASSWORD			
Old Password: New Password: Confirm: Change Password			
Your last logins:			
4/10/2020 9:44:47 AM			
4/1/2020 3:27:55 PM			
3/27/2020 10:30:10 AM			
3/25/2020 2:29:58 PM			
3/25/2020 10:46:01 AM			
3/25/2020 10:42:00 AM			

To change a local password, simply click on the **Account** tab, enter the existing password, then the new desired password (twice). Click on the Change Password button to finalize the change.

We recommend creating a new password that has the following characteristics:

- Greater than or equal to eight (8) characters.
- Combination of letters, numbers, and symbols (including upper and lower case letters)
- Something that can be remembered easily

Good passwords do not have to be hard to remember. "Late2School!", for instance, is a good password that has upper and lowercase letters, a number, a symbol, and is greater than 8 characters long but still easy to remember.

# **Assignments Tab**

The Assignments tab displays all assignments tied to the selected marking period in any grade book that exists for the selected school year and course. By default, the Assignments tab shows a list of all courses.

Accounts Contacts	Schedule Attendance	Discipline Grades Assessments Assignment	nts Letters U	ser Defined	Hours Notes
STUDENT					
School Year 2018-2019 V	Marking Period Quarter 1	Courses All Courses	v 🚺		0
Course	Category	Assignment Name / Description	Date	Max Score	Notes
English 10 Honors (Patterson)	Test/Essay/Project	Participation	11/13/2018	100 100	
Spanish II (Clark)	Quizzes and Tests	Cultural Presentation	11/9/2018	25 25	
Health (Johnson)	Assignments	Dealing with Teen Dating Abuse health relationship	11/8/2018	100 100	
Geometry Honors CC (Gray)	Quiz	Rigid Motions	11/7/2018	100 85	78 corrections
Geometry Honors CC (Gray)	Homework	Homework/Participation	11/6/2018	100 100	
Living Envir Honors 9 (Black)	quiz	cell quiz	11/6/2018	10 8	
P.E. 9-12 (Smith)	Participation	11/5/2018	11/5/2018	100 100	
Health (Johnson)	Assignments	Respectable me (recipe)	11/2/2018	100 100	

Click on the Show Category Average 3 button to see a list of all course averages for that marking period.

Accounts Contacts Sch	hedule Attendance I	Discipline Grades Assess	nents Assignments	Letters U	lser De	efined	Hours N	lotes	Class Averages	×
STUDENT	UDENT Marking Period				Marking Period: Quarter 1					
School Year 2018-2019 M	Marking Period Quarter 1	<ul> <li>Courses</li> </ul>	All Courses	(•	r				Class	Average
Course Cat	ategory	Assignment Name / Description		Date	Max	Score	Notes		Advisory 9 English 10 Honors	None 92.08
English 10 Honors (Patterson) Tes	st/Essay/Project	Participation		11/13/2018	100	100			Geometry Honors CC	96.23
Spanish II (Clark) Qui	uizzes and Tests	Cultural Presentation		11/9/2018	25	25			Glob Hist & Geog I Honors	92.36
Health (Johnson) Ass	signments	Dealing with Teen Dating Abuse	health relationship	11/8/2018	100	100			Health	98.95
Geometry Honors CC (Gray) Qui	Jiz	Rigid Motions		11/7/2018	100	85	78 correctio	ins	Living Envir Honors 9	87.14
Geometry Honors CC (Gray) Hor	omework	Homework/Participation		11/6/2018	1/6/2018 100 100				P.E. 9-12 Complete U	100.00
Living Envir Honors 9 (Black) quiz	iiz	cell quiz		11/6/2018	10	8			apanisi ii	199.17
P.E. 9-12 (Smith) Par	articipation	11/5/2018		11/5/2018	100	100				4
Health (Johnson) Ass	isignments	Respectable me (recipe)		11/2/2018	100	100				

Any assignment descriptions entered by the teacher will display on the second line in the list of assignments.

Course	Category	Assignment Name / Description	Date	Max	Score	Notes	
English 10 Honors (Patterson)	Test/Essay/Project	Participation	11/13/2018	100	100		
Spanish II (Clark)	Quizzes and Tests	Cultural Presentation Individual assessment for group presentation	11/9/2018	25	25		
Health (Johnson)	Assignments	Dealing with Teen Dating Abuse health relations	11/8/2018	100	100		
Geometry Honors CC (Gray)	Quiz	Rigid Motions	11/7/2018	100	85	78 corrections	
			_		_	_	

For any assignment with an attribute associated with it, the Student Score column will display the score, if any, as well as the short code for any attributes applied to that assignment and the adjusted score (if appropriate). Multiple attributes are separated by a comma.

Scores, attributes, and adjustments are displayed as follows:

#### Score (Adjusted Score) [Attribute Short Code]

For example, a student originally received an 82 on an assignment, but the teacher applied an "EC" attribute to that assignment to designate Extra Credit of 10%. The student's score now shows 82 (90.2) [EC] to indicate the adjustment.

Date	Max	Score
11/13/2018	100	100
11/9/2018	25	25
11/8/2018	100	100
11/2/2018	100	82 (90.2) [EC]
11/2/2018	100	100

Users can move their mouse over any attribute in the Student Score column. The mouse-over text will show the user the full name of the attribute and any adjustment defined for that attribute. For example, holding the mouse over the "L1" attribute may display "Late 1: -5%" to indicate that the score has been adjusted by -5% based on the application of that attribute.



If the teacher has shared any assignment notes, a Notes column will display for users who have permission to view assignment notes.

	Accounts	Contacts	Schedule	Attendance	Discipline	Discipline Grades Assessments Assignments			Letters	User D	efined	Hours	Notes
STUDENT													
School Year 2018	8-2019 🔻		Marking F	Period Quarte	r 1 🔻		Courses All Cou	rses	v 🚺	)			0
Course			Category		Assignmer	nt Name / D	Description		Date	Max	Score	Notes	
English 10 Honors	(Patterson	)	Test/Essay	/Project	Participatio	on			11/13/2018	100	100		
Spanish II (Clark)			Quizzes an	d Tests	Cultural Pr	resentation			11/9/2018	25	25		
Health (Johnson)			Assignmen	ts	Dealing wi	ith Teen Da	iting Abuse health	relationship	11/8/2018	100	100		
Geometry Honors	CC (Gray)		Quiz		Rigid Moti	ons			11/7/2018	100	85	78 correc	ctions
Geometry Honors	CC (Gray)		Homework		Homework	/Participati	ion		11/6/2018	100	100		
Living Envir Honor	s 9 (Black)		quiz		cell quiz				11/6/2018	10	8		
P.E. 9-12 (Smith)			Participatio	n	11/5/2018				11/5/2018	100	100		
Health (Johnson)			Assignmen	ts	Respectat	ole me (reci	ipe)		11/2/2018	100	100		

Attachments are indicated by an icon in the Assignment Name column. To view an attachment, click the Attachment 🗎 icon and download the file.

Course	Category	Assignment Name / Description	Date	Max	Score
English 10 Honors (Patterson)	Test/Essay/Project	Participation	11/13/2018	100	100
Spanish II (Clark)	Quizzes and Tests	Cultural Presentation	11/9/2018	25	25
Health (Johnson)	Assignments	Unit 3 Review 📄	11/8/2018	100	100
Geometry Honors CC (Gray)	Quiz	Rigid Motions	11/7/2018	100	85
Geometry Honors CC (Gray)	Homework	Homework/Participation	11/6/2018	100	100

When viewing assignments for a specific course, the marking period average will be displayed next to the course drop down.

	Accounts	Contacts	Schedule	Attendance	Discipline	Grades	Assessments	Assignments	Letters	User Defined	Hours	Notes
STUDENT												
School Year 2018-	2019 🔻	Ma	rking Period	Quarter 1 V		Courses	English 10 Honors	s ▼ Av	g: 92.08	0		0
Course			Category			Assignmen	t Name / Descripti	on		Date	Max	Score
English 10 Honors (	Patterson)		Test/Essa	y/Project		Participatio	n			11/13/2018	100	100
English 10 Honors (	Patterson)		Quizzes			Pitch Speed	ch			10/29/2018	100	90
English 10 Honors (	Patterson)		Participati	on/Classwork		Idea Pitch F	Packet			10/19/2018	50	50
English 10 Honors (	Patterson)		Quizzes			The Birthda	y Party Writing Ta	sk		10/15/2018	100	83

Click the Show Category Average **1** button to view the category break down for the course for the selected marking period.

	Accounts	Contacts	Schedule	Attendance	Discipline	Grades	Assessments	Assignments	Letters	User Defined	Hours	Notes	Category Average		×
STUDENT										$\sim$			Marking Pariod: Quarter :		
School Year 2018-	chool Year 2018-2019 • Marking Period Quarter 1 • Courses English 10 Honors • Avg: 92.08 (1)												English 10 Honors Avg:	92.08	
										<u> </u>			Category	Weight	Average
Course			Category			Assignment	Name / Description	on		Date	Max	Score	Test/Essay/Project	50%	92.50
English 10 Honors (	Patterson)		Test/Essay	//Project	8	articipation	1			11/13/2018	100	100	Quizzes	30%	86.09
English 10 Honors (	Patterson)		Quizzes		8	Pitch Speed	h			10/29/2018	100	90	Participation/Classwork	20%	100.00
English 10 Honors (	Patterson)		Participati	on/Classwork	1	dea Pitch F	'acket			10/19/2018	50	50			
English 10 Honors (	Patterson)		Quizzes		-	he Birthda	y Party Writing Ta	sk		10/15/2018	100	83			

### Attendance Tab

The Attendance tab shows a summary of the student's total absences for the current year (if any). Users may change between Daily or Course attendance views by selecting the appropriate radio button. Use the year drop-down to review historical data for a previous year. If the student has courses in more than one building school level, additional drop-downs may be available to filter based on location.

The Daily Attendance option shows users all daily absences. This may also include early dismissals, late arrivals, and in/out records.

	Accounts	Contacts	Schedule	Attendance	Discipline	Grades	Assessme	ents .	Assignments	Letters	User Defined	Hours	Notes
STUDENT													
Daily Attenda	nce 🔍 Cour	se Attendanc	e All	٣									
SCHOOL YEAR:	2018-2019 🔻	'											0
Туре			Date					Reason					
Absent			6/26/2019					Unexcu	sed Absence				
Absent			6/25/2019						sed Absence				
Late Arrival			6/21/2019	8:48 AM				Late - U	Inexcused				
Absent			6/20/2019					Unexcu	sed Absence				
Absent			6/17/2019					Unexcu	sed Absence				
Late Arrival			6/13/2019	7:40 AM				Late - U	Inexcused				
Late Arrival			6/5/2019 9	:24 AM				Late - U	Inexcused				
Absent			5/31/2019					Unexcu	sed Absence				
Late Arrival			5/28/2019	7:42 AM				Late - U	Inexcused				
Late Arrival			5/23/2019	9:47 AM				Late - U	Inexcused				

The Course Attendance options (All, Missed Courses, and Attendance Letter) allow users to see a summary of course attendance for that year.

• All: shows users all course absences, including those that are tied to daily absences. Users with the appropriate permissions can choose to show or hide period tardies using the Show Tardy checkbox.

	Accounts	Contacts	Schedule	Attendance	Discipline	Grades	Assessments	Assignments	Letters	User Defined	Hours	Notes
STUDEN	т											
Daily Atte	endance 🔘 Cour	se Attendan	ce All	¥ 🗹	Show Tardy							
SCHOOL YEA	R: 2018-2019	•										₩ 🕡
Туре	Date	Course					Period	Teacher	Reason			
Absent	6/26/2019	Compu	ters 7 - 00167	- (SN:02)			1	Anderson	Unexcu	sed Absence		
Absent	6/25/2019	Compu	ters 7 - 00167	- (SN:02)			1	Anderson	Unexcu	sed Absence		
Absent	6/21/2019	Compu	ters 7 - 00167	- (SN:02)			1	Anderson	Late - U	Inexcused		
Absent	6/20/2019	Boys Pl	E 7 - 00172 -	(SN:01)			8	Williams	Unexcu	sed Absence		
Absent	6/20/2019	Soc St	7 - 00155 - (S	N:05)			7	Freeman	Unexcu	sed Absence		
Absent	6/20/2019	Math 7	- 00153 - (SN	:02)			6	Hall	Unexcu	sed Absence		
Absent	6/20/2019	Homew	ork Hall 7/8 -	00165 - (SN:08	5)		5-3	Evans	Unexcu	sed Absence		
Absent	6/20/2019	Spanisł	n 7 - 00171 - (	SN:02)			3	Young	Unexcu	sed Absence		
Absent	6/20/2019	Science	7 - 00157 - (	SN:01)			2	Edwards	Unexcu	sed Absence		
Absent	6/20/2019	Compu	ters 7 - 00167	- (SN:02)			1	Anderson	Unexcu	sed Absence		

Missed Classes: shows users all period misses where the student was marked absent by a teacher (this
view only includes period misses for times when the student was expected to be in class, and does not
include period absences that are tied to daily absences).

	Accounts	Contacts	Schedule	Attendance	Discipline	Grades	Assessments	Assignments	Letters	User Defined	Hours	Notes
STUDENT												
Daily Attendar	nce 🖲 Course /	Attendance	Missed	۲								
SCHOOL YEAR:	2018-2019 🔻											₩* 🜍
Туре	Date		Course					Period	Teache	r	Reason	
Absent	6/3/2019		Spanish 7 - 0	0171 - (SN:02)				3	Young			
Absent	5/20/2019		Math 7 - 0018	53 - (SN:02)				6	Hall			
Absent	4/15/2019		Science 7 - 0	0157 - (SN:01)				2	Edward	ls		
Absent	4/3/2019		Math 7 - 0018	53 - (SN:02)				6	Hall			
Absent	3/29/2019		Math 7 - 0018	53 - (SN:02)				6	Hall			
Absent	3/29/2019		Spanish 7 - 0	0171 - (SN:02)				3	Young			
Absent	3/29/2019		Computers 7	- 00167 - (SN:0	02)			1	Anders	on		
Absent	12/10/2018		Spanish 7 - 0	0171 - (SN:02)				3	Young		Nurse	

Each view is controlled by its own permission; if you do not have permission to view a specific option, the radio button for that option will not appear. In addition, depending on your school's settings, newly submitted absences may not be visible immediately.

To view tallies, click on the Show Attendance Tallies III button in the upper right corner of the Course Attendance view.

	Accounts	Contacts	Schedule	Attendance	Discipline	Grades	Assessments	Assignments	Letters	User Defined	Hours	Notes			
STUDEN	т														
Daily Atte	endance 💿 Cour	se Attendand	e All	¥ 🗹	Show Tardy							(			
SCHOOL YEA	R: 2018-2019	•			-							.HHT 🕠			
Туре	Date	Course					Period	Teacher	Reason	l.					
Absent	6/26/2019	Comput	ers 7 - 00167	' - (SN:02)			1	Anderson	Unexcu	sed Absence					
Absent	6/25/2019	Comput	ers 7 - 00167	' - (SN:02)			1	Anderson	Unexcu						
Absent	6/21/2019	Comput	ers 7 - 00167	' - (SN:02)			1	Anderson	derson Late - Unexcused						
Absent	6/20/2019	Boys PE	7 - 00172 -	(SN:01)			8	Williams	sed Absence						
Absent	6/20/2019	Soc St	7 - 00155 - (S	N:05)			7	Freeman	Unexcu	sed Absence					
Absent	6/20/2019	Math 7	- 00153 - (SN	:02)			6	Hall	Unexcu	sed Absence					
Absent	6/20/2019	Homew	ork Hall 7/8 -	00165 - (SN:08	3)		5-3	Evans	Unexcu	sed Absence					
Absent	6/20/2019	Spanish	7 - 00171 - (	SN:02)			3	Young	Unexcu	sed Absence					
Absent	6/20/2019	Science	7 - 00157 - (	SN:01)			2	Edwards	Unexcu	sed Absence					
Absent	6/20/2019	Comput	ers 7 - 00167	- (SN:02)			1	Anderson	Unexcu	sed Absence					

A list of attendance tallies will display in a pop-up. Use the drop-down to tally by reason, type, course, period, teacher, or date. Click the Print 🖶 icon to send a printer-friendly version of the tallies to your printer.

Tally By: Reason	é
Reason	Total
and the second se	4
Excused Absence	5
Field Trip	1
Known Absence	7
Late - Unexcused	2
Legitimate	7
Missed Bus	2
Sick	45
Skipped Class	1
Unexcused Absence	48
Grand Total:	122

# **Discipline Tab**

The Discipline tab shows a history of discipline incidents you have entered (if any), and, if the district uses points for discipline incidents, the student's accumulated points for that year. Use the year drop-down to review historical data for a previous year.

Γ			O	O sho data	Attendence	Dissistant	Orestee				1	Have Defined	11	Neter
L		Accounts	Contacts	Schedule	Attendance	Discipline	Grades	Assessmen	ts Ass	ignments	Letters	User Defined	Hours	Notes
l	STUDENT													
ľ														0
l	2018-2019 ¥												Total Poi	nts: 0.00
l	Date Seen	Incident D	Date	Incident Typ	be	Offense			Dispositio	on			Po	ints
l		4/10/2019	)	Referral		Fighting			Parent C	ontacted by	Phone()		0.0	00
l		4/10/2019	)	Classroom		Profanit	у		None				0.0	00
l	> 2/2/2019	2/1/2019		Referral		Disorde	rly conduct		Lunch De	etention			0.0	00

# **Grades Tab**

The **My Home > Grades** tab shows grades in each class based on the selected view. The Grade column display the word "None" until grades have been published. To view grades, select the appropriate view from the drop-down menu.

	Accounts	Contacts	Schedule	Attendance	e D	iscipline	Grades	Assessm	ents A	ssignments	Letters	User Defined	Hours	Notes
STUDENT														
School Year 2018	-2019 🔻	View Mark	ing Period G	irades 🔻	for Q	uarter 4 🔻	]							0
Report to print: 4 M	/IP - Secon	dary Report C	Card (Portrait	) 🔻 🖶										
Course	Teacher		MP	D	ays	Period	Section	Grade	Commer	nts				
Boys PE 7	🖾 Mr. Wi	lliams	Q1,Q2,Q3	,Q4 A		8	1	100	An a     Shove	bsolute pleas v amazing pro	ure to have ogress	in class.		
Computers 7	Mr. An	derson	Q3,Q4	A	,В	1	2	98	More	e studying at h	nome can o	nly help.		
English 7	🖾 Morga	n	Q1,Q2,Q3	,Q4 A	,В	4 - 5-1	6	87	Willin     Show	ng to ask for e vs a real aptit	extra help. ude for STE	Ms.		
Math 7	Mr. Ha	11	Q1,Q2,Q3	,Q4 A	,В	6	2	73	<ul> <li>Willing</li> </ul>	ng to ask for e	extra help.			
Science 7	Ms. Ec	lwards	Q1,Q2,Q3	,Q4 A	,В	2	1	84	Cont     Hard	inuing to mak worker.	e progress	toward goals.		
Soc St 7	Mr. Fre	eman	Q1,Q2,Q3	,Q4 A	,В	7	5	75	Willin     Com	ng to ask for e pletes most re	extra help. equired ass	ignments.		
Spanish 7	Mrs. Y	oung	Q1,Q2,Q3	,Q4 A	,В	3	2	83	An a     Show	bsolute pleas v amazing pro	ure to have ogress	in class.		

Available views include the following:

- Marking Period Grades
- Progress Report Grades
- Marking Period Average
- Assessment Grades
- Final Grades

Each view in the drop-down is driven by its own permission.

#### **Letters Tab**

On the Letters tab of a Student Record, users will see the student's Attendance Letter history. The list is read-only unless the user has permission to delete letters or mark them as ignored, and may be sorted by any column. Users may view other years' Attendance Letters by using the drop-down menu.

Users with the appropriate permission may delete any letter from the Letters tab. If this permission is enabled, a Delete 🞇 button will appear next to each letter in the list.

		Accounts	Contacts	Schedule	Attendance	Discipline	Grades	Assessments	Assignments	Letters	User Defined	Hours	Notes
STU	IDENT												
2019-	2020 🔻												0
	Туре	Threshold Na	ame		Threshold	I	As Of	Cre	ated On		Detail	Ignore	e
×	Daily	5 Day Absent Letter			6		4/10/2020 4/		4/10/2020 1:2 PM				

The Attendance Letters history shows the following information:

- Type: Displays the policy type that was used for that letter (this is determined based on the Attendance Policy settings in Maintenance). The values shown here may be Daily, Course, or Tardy, depending on the type of policy.
- Threshold Name: The name of the Attendance Policy stage that was used to generate this letter.
- Threshold: Shows the number of misses used for that particular Attendance Policy threshold.
- As Of: Reflects the date entered by the user when running the Attendance Letters search
- · Created On: Displays the date on which the user actually generated that letter
- Detail: Provides details about the course for which the letter was run. The details, which are separated by commas, are Course ID, Course Name, and Section Number (SN), respectively.

# **Schedule Tab**

The Schedule tab shows the student's schedule for each marking period or semester in read-only mode. This tab is typically empty for elementary students, because general education classes and "specials" (art, music) are typically set up as supplemental courses (courses not tied to specific periods).

*Note:* Depending on user permissions and settings in Maintenance, student schedules may not be available until after a specified date. When this is the case, a message will appear in place of the schedule to indicate that schedules are not currently available.

	Accounts	Contacts	Schedule	Attendance	Discipline	Grades	Assess	ments	Assignments	Letters	User Defined	Hours	Notes
STUDENT													
View: Schedule	۲												
													(7)
Standard View	r 🔍 Grid Vi	ew											
					Quarter 1 - I	Mindex MS	: Middle						
Period	Section		Course					Days	Room	🖂 Te	acher		
	2		ELA Monitorin	g				A,B		🖂 M:	s. Morris		
1	1		Soc St 8					A,B	168	🖂 Mi	r. Feeor		
2	2		Boys PE 8					в	GYM	🖂 Mi	r. Williams		
2	1		Outdoor Life					A	168	🖂 Mi	r. Feeor		
3	1		Acc Art					A,B	158	🖂 Mi	r. Harris		
4	6		Science 8					A,B	179	🖂 Mi	r. Fiasco		
6	3		Spanish 8					A,B	166	M M	s. Taylor		
7	2		AIS/Curriculu	n Support 8				A	167	🖂 Mi	rs. Spacely		
7	13		Homework Ha	all 7/8				В	154	🖂 Mi	r. Butler		
8	4		English 8					A,B	160	🖂 M	organ		

Click the Print disconto print the student's schedule. If multiple report formats are available, you will be provided with a drop-down menu where you may select the appropriate report format to be generated.

When viewing the Schedule tab, users typically have two (2) view options: Standard View and Grid View. These are presented as radio buttons; select the appropriate option to toggle the view between Standard and Grid views.